

Special Permit Application Time Line

As reviewed by the Planning & Zoning Commission

Please note: PZC holds regular meetings on the third Thursday of each month. Your complete application must be submitted by Wednesday in the week prior to the meeting.

This list is meant to be a guide for the PZC application process. You still may need other applicable local, state, or municipal permits.

Notes

- (1) The “date of receipt” is deemed to be the *earlier* of (i) the day of the next regularly scheduled meeting of PZC after the day the application is submitted; or (ii) 35 days after the application is submitted.
- (2) All special permit applications require public hearings.
- (3) The Public Hearing must commence within 65 days after original receipt by PZC, and must be completed within 35 days.
- (4) The first notice must be published 10-15 days before the hearing. The second notice must be published at least 2 days after the first notice and not less than 2 days before the hearing. The day of publication and the day of hearing are not included in the count.
- (5) The decision is rendered within 65 days after the hearing closes.
- (6) A special extension of time may apply if an IWWA decision is pending for same project. The decision must be made by the *later* of 1) the normal time period of time allowed under the zoning or planning statutes, including any extension granted by the applicant; or 2) 35 days after the IWWA decision.
- (7) The applicant may consent to extend the time frame for any of the steps, but the total of all extensions together cannot exceed 65 days.
- (8) Final documents include, but are not limited to, the final site plan. (Easements, Public Improvement Bonds, etc.)
- (9) If necessary, developer must schedule inspections with the Town Engineer.
- (10) There is a process for release of bond money. Speak to Planner for details.
- (11) The Conservation Commission is advisory to PZC.

